

To record attendance and meal counts on paper:

- Print the meal count and attendance sheets from the web app by clicking on “Enter Attendance & Meal Count from Paper” on the main dashboard.
- Select the week for which you would like to print the paper forms and click “Submit”.

Enter Attendance & Meal Count from Paper

- You will now see a list of all participants along with the meals served. Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

Enter Attendance & Meal Count from Paper

Week beginning 04 Jan 2021

Monday 4 Tuesday 5 Wednesday 6 Thursday 7 Friday 8

	Monday 4	Tuesday 5	Wednesday 6	Thursday 7	Friday 8
	<input type="text" value="0"/> Breakfast	<input type="text" value="0"/> Breakfast	<input type="text" value="0"/> Breakfast	<input type="text" value="0"/> Breakfast	<input type="text" value="0"/> Breakfast
	<input type="text" value="0"/> Lunch	<input type="text" value="0"/> Lunch	<input type="text" value="0"/> Lunch	<input type="text" value="0"/> Lunch	<input type="text" value="0"/> Lunch
	<input type="text" value="0"/> PM Snack	<input type="text" value="0"/> PM Snack	<input type="text" value="0"/> PM Snack	<input type="text" value="0"/> PM Snack	<input type="text" value="0"/> PM Snack
Olivia Abbott	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
Alanna Barrett	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
Hailee Barrett	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
Silas Bohnberger	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance

- Record attendance on the paper forms by checking the box for each participant that attended on each day.
- Record meal counts by entering the total number of meals served in the box to the left of each meal.
- At the end of the week, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Enter Attendance & Meal Count from Paper” and select the week and roster that matches your form).
- Check the boxes on the screen that correspond to those checked on the paper form.
- Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.